

**13.2(2) Claims for foreign language interpreters.** The state public defender shall review, approve and forward for payment claims for necessary and reasonable expenses for foreign language interpreters in accordance with the Administrative Directive of the State Court Administrator in the Matter of Court Interpreter Compensation, effective September 1, 2007, if the following conditions are met:

a. The interpreter submits a signed original and one copy of a claim containing the following information:

- (1) The case name, case number and county in which the action is pending.
- (2) The name of the attorney for whom the services were provided.
- (3) The date on which services commenced.
- (4) The date on which services ended.
- (5) The total number of hours claimed.
- (6) The total amount of the claim.
- (7) The claimant's name, address, social security number or federal tax identification number, e-mail address, if any, and telephone number.

b. Court approval to hire the interpreter was obtained before any expenses for the interpreter were incurred.

c. One copy of each of the following documents is attached to the claim:

(1) The application and order appointing the interpreter. This appointment is presumed to continue until the conclusion of the matter, unless limited by the court or modified by a subsequent order.

(2) The order appointing counsel. This order is unnecessary if the attorney is not court-appointed but the court, in granting the application for the appointment of the interpreter, makes one of the following specific findings:

1. The client is indigent, or
2. Although the client is able to employ counsel, funds are not available to the client to pay for necessary interpreter services.
- (3) An itemization of the interpreter's services detailing the expenses incurred, the services rendered, the date(s) on which the services were rendered, the time spent on each date including the time services began and ended on each day, and the manner in which the amount of the claim for services was calculated. With regard to expenses and services, the following shall apply:

1. ~~Claims for mileage reimbursement will be approved at the maximum rate of 30 cents per mile.~~

2. ~~Claims for travel time will be denied, unless approved in advance by the state public defender.~~

3. ~~Actual parking costs are reimbursable.~~ Receipts for parking expenses are required for actual costs of \$2 or more per day.

4. 2. Claims for translating documents will be paid by the hour, not by the word or line.

5. ~~A minimum charge of up to one hour may be charged for services. Duplications of the same minimum charge are not permitted. If services are provided in more than one case during the minimum period, the minimum charge will be apportioned among the cases involved.~~

(4) A court order setting the maximum dollar amount of the claim.

d. Claims for services completed before September 1, 2007 are timely if submitted to the state public defender for payment before October 15, 2007. Claims for services completed after August 31, 2007 are timely if submitted to the state public defender for payment within 45 days of completion of services in the case.

e. Claims which are not timely will be denied.